

The Harbour Clinic 18478 Forest Rd. #3 Forest, VA 24551 434-316-9101

www.theharbourclinic.com

Notice of Information Practices – {Patient copy} THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Understanding your health record information

Each time you visit The Harbour Clinic a record is made of your visit. Typically, this record contains your health history, current symptoms, examination results, Oriental medical diagnosis and treatment plans. This information serves as:

- a basis for planning your care and treatment
- a legal document describing the care you received, written in a format appropriate to acupuncture and Chinese herbal medicine
- a tool to assess the appropriateness and quality of care you received

Your rights under the Federal Privacy Standard

Although your health record is the physical property of The Harbour Clinic, you have certain rights with regard to the information contained therein. You have the right to:

- request restrictions on the use and disclosure of your health information for treatment, payment, and education. This right does not include those required by law, for example mandatory reporting of communicable diseases like tuberculosis.
- ask us to communicate with you by alternative means and, if the method is reasonable, we must grant the request.
- receive and keep a copy of this notice of information practices. If you do request a copy, the law requires us to ask you to acknowledge receipt of your copy.
- inspect and copy your health information upon request. We reserve the right to charge a reasonable, cost-based fee for making copies.
- request a correction of our health information unless we did not create the record or if the record is accurate and complete.
- obtain an accounting of non-routine uses or disclosures.
- revoke authorization to use or disclose your health information at any time.

We may use and disclose your health information for treatment, payment. The Harbour Clinic can use your personal health information to diagnose, plan and implement the best course of treatment for you and keep you abreast via email and mail of therapy options. The Harbour Clinic may also use your health information to receive payment from a third party payer, for example Workers Compensation, if applicable and appropriate. You may revoke your authorization for consent at any time.

Our responsibility under the Federal Privacy Standard

In addition to providing you your rights, the federal privacy standard requires The Harbour Clinic to:

- maintain the privacy of your health information, including implementing reasonable and appropriate physical, administrative, and technical safeguards to protect the information.
- provide you with this notice as to our legal duties and privacy practices with respect to individually identifiable health information that we collect and maintain about you.
- abide by the terms of this notice
- train our personnel concerning privacy and confidentiality
- lessen the harm of any breach of privacy or confidentiality.

How to get more information or to report a problem If you have any questions or problems or would like any additional information, you may contact Kenneth Harbour L.Ac. or Diana Harbour L.Ac. at 434-316-9101